

## ***DINESH DASAN***

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### **Career Objective**

Seeking a challenging assignment to apply my 17 years of hospitality experience, knowledge and skills can be contributed to the operations of a professionally managed hospitality industry.

### **Professional Summary**

Financial Controller – Belad Bont Resort – Salalah – Oman.  
(18-03-20 – Till Now)

Financial Controller – Blue Diamond Al Salam Resort – Fujairah – UAE.  
(02-10-19 – 12-03-20)

Finance Manager – *Millennium Plaza Hotel Dubai.*  
(18-01-14 – 01-10-19)



Chief Accountant (No.2) - *Al Hamra Residence & Village*  
(Managed By Hilton International) (28-10-12 to 17-01-14)



*Sheraton Dammam Hotel & Towers - K.S.A*  
From 07-01-10 to 11-10-12)



Positions Handled: - Reliever of Chief Accountant, General Accountant, Accounts Payable Supervisor, Pay Master.

*Hilton Ras Al Khaimah & Hilton Ras Al Khaimah Resort & Spa*  
(From 02-05-04 to 06-11-09)



Positions Handled: - Accounts Payable, Income Auditor, General Cashier cum Inventory Clerk, Accounts Receivable, Night Auditor, and Outlet Cashier.

Software Engineer - Zodiac Info Systems (2 years) – India  
Accounts Clerk - Sree Gokulam Chits & Finance Pvt. Ltd – India. (2years)

### **Skills**

Back Office System	:	SUN 6.0, Vision for Excel, SCALA, and Prolific.
Corporate Reporting System	:	Business Intelligence Tool.
Property Management System	:	Opera, OnQ (Hilton), Fidelio, Protel
HRMS System	:	Oasys.
Inventory System	:	FMC, FBM & Birchstreet, Jana.
POS System	:	Micros, TMS (Telephone Management System)
Packages	:	MS-Office
Operating Systems	:	Windows 7, 9x, NT & DOS.
Languages	:	C, C++, Basic.

Front End Tools	:	Power Builder, Visual Basic 6.0
Back End Tools	:	MS Access, Sybase Adaptive Server Anywhere.
Web Tools	:	HTML, ASP

### **Key Responsibilities**

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#### **Financial Controller**

- Provide direction and training to hotel operational team in areas related to finance, financial reports, internal controls, labour management, payroll etc...
- Manages property working capital and cash flow in accordance with brand standard operating procedures and owner requirements.
- Prepares various financial analysis reports like Forecast, Hotel Performance Report, Cash Flow, Trend, and Outlet P&L.
- Review of Financial statement on a monthly basis by highlighting major variances and recommends the adequate course of action required to improve the profitability.
- Manage the preparation of the company's Budget and various analysis reports which helps to improve the financial position of the company.
- Monitors all taxes that apply, ensuring that taxes are calculated accurately, collected and paid in line with the government rules and regulations.
- Interacts, as required, with individuals outside the hotel including hotel's bank, auditors, other hotels and corporate office.
- Review and approves payment requests, purchase request, employee advances and petty cash prior to payment in accordance with the company policy.
- Analyze costs, pricing, variable contributions, sales results and the company's actual performance compared to the business plans.
- Effectively manage the accounting team through respectful communication, clear expectations, relevant training, productive coaching, regular meetings and appropriate performance management.
- Attending morning meeting, credit meeting and revenue meeting as required.

#### **Chief Accountant**

- Reconciles balance sheet to ensure account balances are supported by appropriate documentation in accordance with standard operating procedures.
- Monitoring the cash flow on a regular basis.
- Controls all balance sheet accounts by preparation of monthly account reconciliation and actions accordingly.
- Monitoring the Payable ageing on a regular basis and makes sure the payments are processed and released on time.
- Review and correct daily journals like Income, Cash report and Purchase.
- Review accounts payable monthly inventory reconciliation.
- Review travel agency commission payments.
- Review and prepare input in the general ledger from various sources
- Review food and beverage control reconciliation and journal.

- Review accounts payable/ inventory interface.
- Prepare month end journals.
- Prepare balance sheet record and identify and reconcile all items therein.
- Audit monthly payroll, which includes vacations, final settlements, provision for employee benefits and salary register.
- Prepares all journal vouchers for month-end closing.
- Reports directly to and communicates with the Director of Finance on all matters pertaining to accounting and financial controls
- Cooperates, coordinates and communicates with other departments in matters concerning accounting related matters and internal control
- Regularly communicates with staff and maintains good relations with and outside the department.

#### **Pay Master**

- Making amendments in salary, position and Department.
- Preparing Vacation Payment.
- Preparing Final Settlement as per country's Labor Law.
- Processing Monthly Salary.
- Preparing & verification of Departmental attendance.
- Preparing Salary JV.
- Preparing Benefit JV.
- Preparing Overtime and Salary Accrual JV.

#### **Income Auditor**

- Independently handling all revenue related matters.
- Verify Daily report, Housekeeping Discrepancy report, Credit Limit All Guest In-house, Rate Discrepancy Report, and Room & Rate Changes Today.
- Daily transfer of revenue from Fidelio to Sun system and preparing the Reversal JV.
- Make sure all potential revenue are received without loss and allocated in proper GL Codes.
- Verify Discounts, Rebates, Deposit refund & Paid outs are given according to hotel policy.
- Daily Revenue and settlement reconciliation.
- Re audit city ledger folios and prepare the accounts receivable batch.
- Verify daily deposit from general cashier and post it to System.
- Preparing cashiers schedule and providing Training to cashiers and Night auditors.

#### **Accounts Payable**

- Make sure that all payments are done on time without affecting company's reputation among suppliers after reconciliation with supplier statement.
- Make sure for all the direct Invoices that the signature is taken from respective department heads prior to the payment.
- Post all Invoices to system and Prepare payment voucher with all proper attachment.
- Make sure all necessary approvals are obtained before preparing check.
- Prepare suppliers aging report at the month end.
- Book all bank transfer and prepare the Debit note JV.
- Prepare various expense reports for the Financial Controller.
- Prepare month end accrual & reversal JV to make sure the expenses are allocated to respective month.

**General Cashier cum Inventory Clerk**

- Counting all the cash transactions of the hotel on a daily basis.
- Preparing the cash report including over & short.
- Daily banking – Deposit of Cash and Cheques.
- Distribution of change to outlet and FO cashiers.
- Distribution of outlet checks, Internet Cards, Coupons etc.
- Handling hotel inventories including Engineering Store, General Store, Linen and all other operating equipment.

**Night Auditor \ Restaurant Auditor**

- Auditing outlet and Front Office cashiering.
- Tallying F&B revenue between Micros and Fidelio.
- Prepare reconciliation for credit card transactions.
- Running the day end process.
- Preparing F&B and Daily Revenue Report.

**Accounts Receivable – Reliever**

**Outlet Cashier - Hilton Ras Al Khaimah**

**Achievements:**

- ✓ Certified as departmental trainer and succeeded in career development of several employees.
- ✓ Substantial Contribution to the team to achieve 100 % (2008 & 2009) in SOX Finance Internal Audit, The first hotel in region to score the full.
- ✓ Successfully completed the project of uploading daily revenue & statistics to Revenue Plan.
- ✓ Part of the Pre-opening team for the Hilton Resort & Spa, Which was opened in December 2006 and second phase in Feb 2009.
- ✓ Created an interface with the help of IT Manager to transfer Fidelio posting to Sun system.
- ✓ Created an extract file, using vision for excel for daily revenue reconciliation (SOX Compliance), which helped revenue auditor to avoid manual reconciliation and save sizeable time.
- ✓ Achieved Employee of the month award 2 times (Hilton & Sheraton).

**Personnel Attributes:**

- ✓ Excellent communication, analytical, interpersonal skills.
- ✓ Creative, result oriented and can work under pressure
- ✓ Experience in working with multi cultured people.
- ✓ Excellent management & supervisory skills.
- ✓ Generate new ideas and encourage creativity from your staff.
- ✓ Diagnose problems and thoroughly analyze information to guide decision making.

**Educational Qualification:**

- ✓ Bachelor of Science (BSc Maths) from Calicut University – India.
- ✓ Global Software Engineering – Sprint Computer Education.

**Personal Profile: -**

Nationality : Indian

Date of Birth : 30<sup>th</sup> May 1979  
Gender : Male  
Marital Status : Married  
Linguistic Abilities : English, Hindi & Malayalam.  
Driving License : UAE & Oman.

Note: Reference will be provided upon request.

**Declaration: -**

I, hereby declare that the above information is true to best of my knowledge and belief.

*Dinesh Kumar Dasan.*